



JOB DESCRIPTION - BOARD MEMBER

In order to fulfill the vision and mission of the club, the board of directors must provide strong leadership for the club to maintain its position of prestige in the community – locally, nationally and internationally. Board members also take responsibility for furthering the goals of the club's strategic plan.

Knowledge

- Be aware of the major policy and fiscal issues facing the club
- Be aware of the club's governing documents, such as the Rotary International constitution and the bylaws of the Rotary Club of Seattle
- Understand the board's role in setting policy and the club manager's role in implementing it
- Be responsive to the needs and interests of the club's membership
- Represent the Rotary Club of Seattle to the Seattle community-at-large

Participation

Attend the following as much as practicable:

- Annual club leadership retreat
- Monthly board meetings
- Committee meetings on which you might be serving as a liaison
- Club's service and social events, i.e. fellowship events, district and/or international conferences, Keekwulee breakfasts, service committee activities, and the holiday luncheon

Additionally, board members are encouraged to:

- Serve as mentors to new directors
- Serve on task forces as assigned by the president or board chair
- Represent the Rotary Club of Seattle via other avenues of public service, speaking engagements, community events

Resources

Assist the club in maintaining its financial viability by:

- Proposing candidates for membership
- Providing membership feedback to the staff
- Proposing solutions to challenges that are discussed, and continuing to be involved with your proposals
- Timely contributions to the Seattle Rotary Service Foundation (SRSF) and The Rotary Foundation (TRF)
- Prompt payment of club dues and fees



SEATTLE ROTARY SERVICE FOUNDATION JOB DESCRIPTION – BOARD MEMBER

The SRSF Board of Trustees is a hard-working, hands-on Board. Trustees provide overall leadership, strategy, and vision as to how the Foundation's resources can be most effectively used to improve our community and our world. In addition, each trustee will actively participate in the work of at least one committee, provide strong participation in the annual fund-raising campaign, and assist with the evaluations of annual grant proposals.

Leadership

- Share in the development of the vision and strategy of the Foundation.
- Become knowledgeable of the goals of the Seattle Rotary Service Foundation.
- Understand the resources to SRSF and the opportunities to most effectively use them.
- Be knowledgeable of the activities of the Rotary Club of Seattle, especially those of the service committees, and envision how SRSF can best support their efforts.
- Recommend effective ways that the goals can be met.
- Provide timely personal contributions to Seattle Rotary Service Foundation and to The Rotary Foundation (TRF).
- Share information about the work of the Seattle Rotary Service Foundation with other members of the Rotary Club of Seattle.

Participation

- Attend as many monthly Board meetings as possible, at least 70% (8 of 11 meetings).
- Be an active member of at least one Board committee.
- Provide strong participation in the annual fund-raising campaign.
- Assist with the evaluations of the annual grant proposals.